

CONTROLLER

DEFINITION: Under administrative direction, performs work of unusual difficulty in directing the internal financial administration of the Navajo Nation; maintains control over the internal financial transactions of the Navajo Nation government including the direction and coordination of the central bookkeeping and accounting records; performs related work as required.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Advises elected and/or appointed officials on fiscal and Navajo Nation policies and procedures and revenues and current and future expenditures; plans and directs financial analysis, forecasting, budgeting and reporting activities to support overall financial management of the Navajo Nation; develops long range plans and strategies for the development and use of the Nation's financial and physical resources; provides advice and recommendations on long range plans, forecasts and strategies; provides guidance to the Navajo Nation Council, Standing Committees, Council Delegates and administrative personnel on interpretation of financial data, analysis of trends and appropriate administrative actions.

Consults and reviews the work of section heads; sets forth desired objectives; develops controls and methods for assuring fiscal and financial integrity; develops and implements accounting procedures and policies and directs change in existing systems and methods; prepares comprehensive financial statements and reports; participates in meetings with the Indian Health Services (IHS), Navajo Nation Enterprises, Bureau of Indian Affairs (BIA) and other federal and state agencies.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of governmental accounting and the principles and practices of public financial administration, including automated accounting systems.

Knowledge of auditing, budget preparation and reporting systems, investment performance and analysis and revenue forecasting.

Knowledge of Navajo Nation, federal and state laws, regulations and guidelines governing aspects of tribal operations relative to investments, auditing, budgeting and accounting.

Skill in developing and analyzing financial systems, procedures and controls, budgets and revenue forecasts and coordinating complex fiscal control systems.

Skill in managing staff and complex internal relationships, providing advise and counsel to tribal and other governmental officials.

Ability to plan, organize, and direct the work of several operating units engaged in a variety of financial activities.

Ability to prepare, interpret, and analyze highly complex financial records and reports.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort in an office setting.

MINIMUM QUALIFICATIONS: A Master's degree in Finance, Accounting, Business Administration or closely related field; and eight (8) years of progressively responsible experience in varied phases of governmental finance administration.

THE NAVAJO NATION

Class Code: 0402
Unclassified Personnel Series
Non-Executive Appointments Group
Overtime Code: Exempt
Pay Grade: 71

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Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.